iSolved® Delivered by ProService HAWAII

# iSolved

## Employee Management

## User's Guide

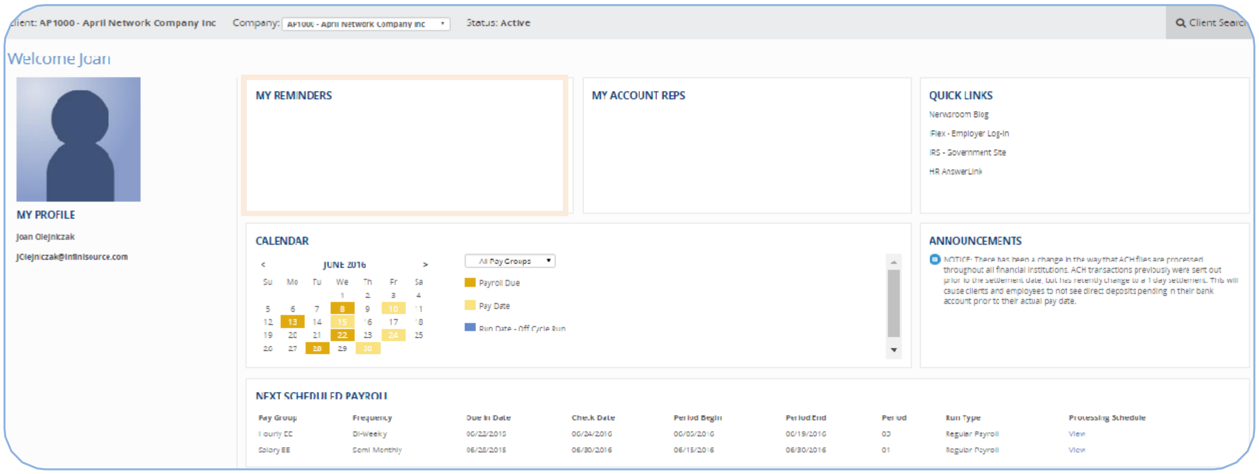
## Table of Contents

## Client Landing Page

When you login to iSolved, the screen you see is the **Client Landing Page**. This page is packed with information and reminders. You will use this screen to find your reminders, payroll processing schedule, contact details for your customer support team, announcements, and links to important websites.

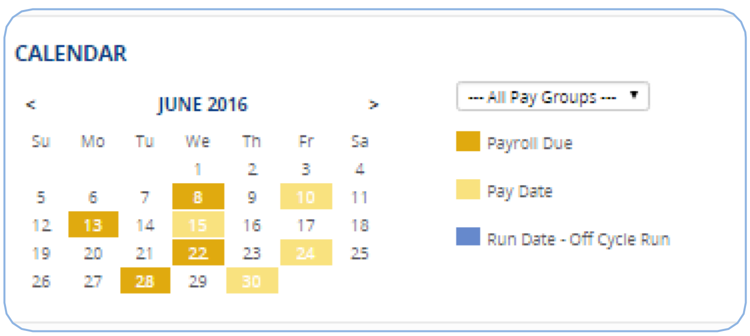
### My Reminders

This section notifies you when pending transactions require your approval. Simply click on the link to view and approve transactions. You may also occasionally see a reminder from your customer support team.



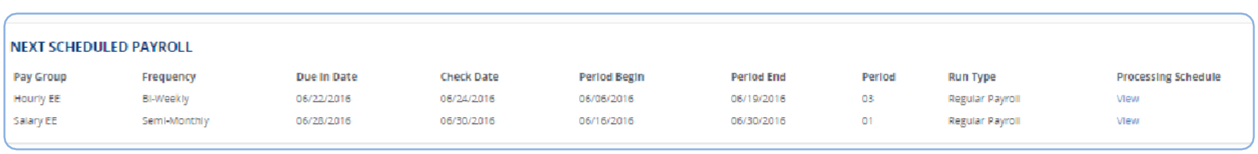

### My Calendar

Use this calendar to plan your payroll processing dates in the current month. Click the drop-down to view each Pay Group.




### Next Scheduled Payroll

Along with the dates for your next payroll, the view report link produces a PDF with details of your payroll schedule for the next 12 months.

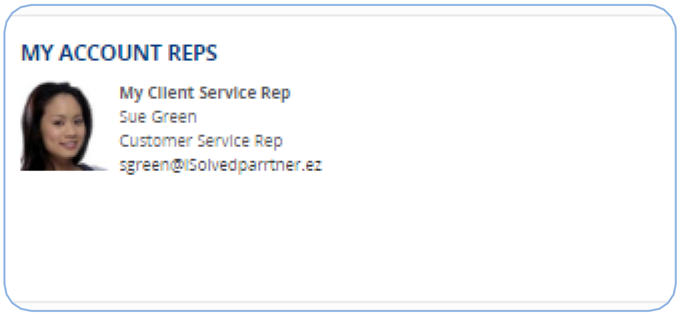


NEXT SCHEDULED PAYROLL

| Pay Group | Frequency | Due In Date | Check Date | Period Begin | Period End | Period | Run Type | Processing Schedule |
|---|---|---|---|---|---|---|---|---|
| Hourly EE | Bi-Weekly | 06/22/2016 | 06/24/2016 | 06/06/2016 | 06/19/2016 | 03 | Regular Payroll | View |
| Salary EE | Semi-Monthly | 06/28/2016 | 06/30/2016 | 06/16/2016 | 06/30/2016 | 01 | Regular Payroll | View |

## Contacts

This section contains the contact information of your customer support team.

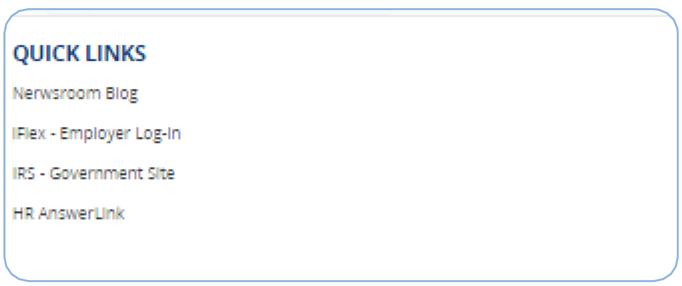



## Announcements

Important announcements may appear in this section, items such as upcoming holidays that may affect your payroll processing schedule or details regarding year-end.

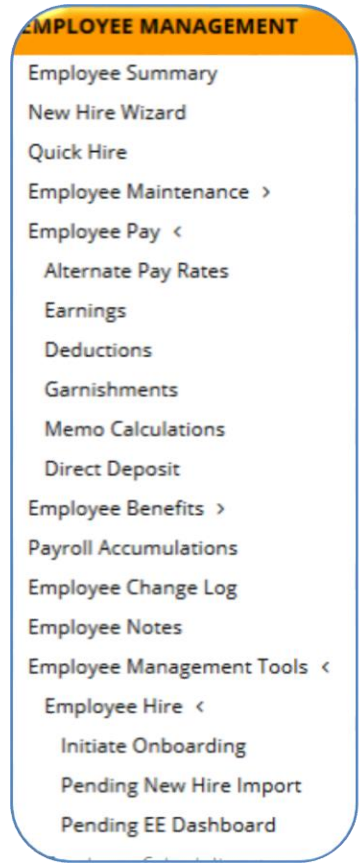
## Quick Links

Important external links are provided for your convenience to government sites and to connect you with additional services.



## How to Navigate iSolved

To navigate to other areas of the system, see the menu tabs on the left side of your screen. They consist of **Employee Management**, **Employee Self Service**, **Client Management**, **Payroll Processing** and **Reporting**. These tabs are the highest level of the menu structure and feature several other menu items within them.




To navigate further into any one of the sections, click on the menu tab, then click on the arrow next to the area you would like to look into such as **Employee Maintenance**. Clicking on the arrow expands or collapses the menu items within each specific topic.


Selecting a menu item, such as **Employment,** from these topic areas will present you with the appropriate screen in which you may enter or update the desired information pertaining to it.

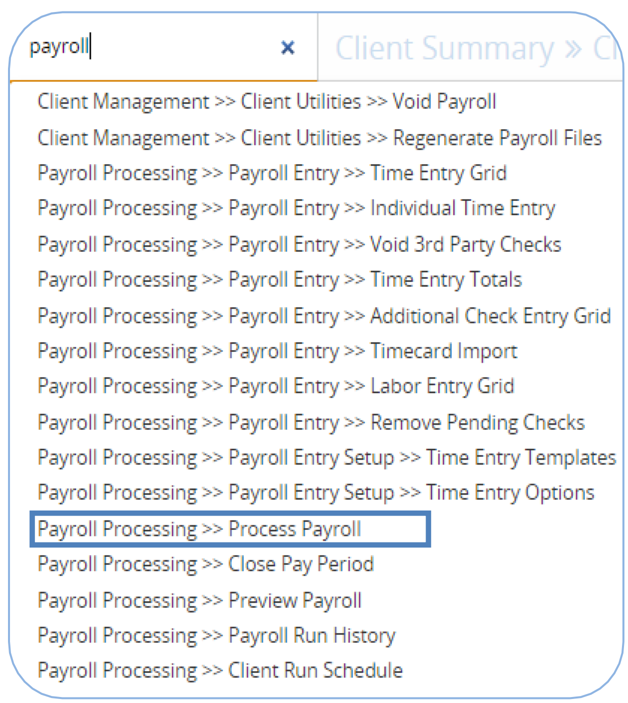
The absence of an arrow indicates that there are no additional menu items within that topic.

If the table structure becomes too lengthy, you will see a scroll bar appear allowing you to scroll and view all the items within the list.

You can also increase or decrease the size of the entire menu window by hovering the cursor over the right edge and pulling it outward to extend or inward to shrink it. Extending it allows you to read the full item name on the left.

### Search Function

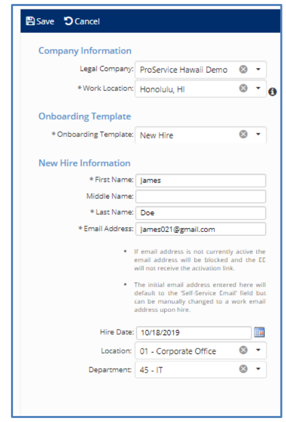
To look up a topic quickly, you can use the search function at the top left to complete a search. For example, if you would like to process payroll, type "payroll" in Search at the top and you will see a list of different payroll screens (along with their menu routes) to which you can navigate. Then click **Process Payroll** and you are quickly directed to the process payroll screen.



# New Employee Information

This section provides you with information on entering your employees into the iSolved database.

## On-Boarding




Navigate to Employee Management Tools >EE Hire> Initiate On-boarding.

Enter the employee's name, email address, and hire date. Depending on your company setup you may enter additional information such as: location department job, manager or supervisor.

Your new hire will now get an email prompting them to login and completed the new hire process

Once you have received the email that your EE has completed the onboarding process go to:

Employee Management Tools> EE Hire> Pending EE Dashboard

From here you will hire the new employee using the New Hire Wizard or Quick Hire.

## New Hire Wizard

There are two simple ways to enter a new employee in iSolved. The **Quick Hire** screen allows you to enter the basic payroll data in a single screen. The second option, the **New Hire Wizard,** is a more comprehensive method. The New Hire wizard is a series of screens that provide a step-by-step approach for adding employee data. If you have a complete packet of new hire paperwork in front of you, stepping through the wizard rather than navigating to various screens might be the perfect solution for you.

As you complete the information on each of the six screens, click **Next** at the top of the screen to save your work and move to the next screen.

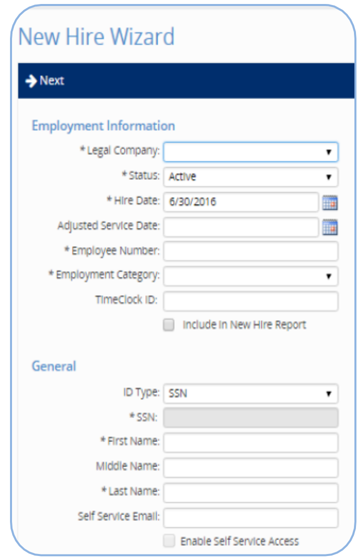
The New Client Wizard consists of:

- Employment Information
- Personal Information
- Salary and Job
- Tax Location
- Organization Fields
- Direct Deposit

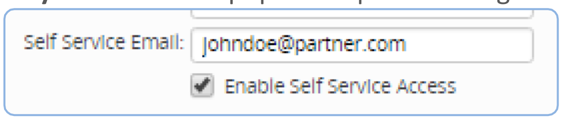
STOP You must have all of the required information to complete the New Hire Wizard. If you stop before completing the New Hire Wizard, you must begin again. All required fields are identified below.

### Employment Information

- **Hire Date** populates with today's date. You may change this date if needed.




- **Adjusted Service Date** is used if the employer has an agreement with the employee to extend benefits without a waiting period or allow for previous experience to add to their seniority.
- **Self Service Email** is required if your company is utilizing Employee Self-Service. If the employee does not have a work email when you are entering the data, you can enter a personal email.
- **City** and **State** will populate upon entering ZIP code.

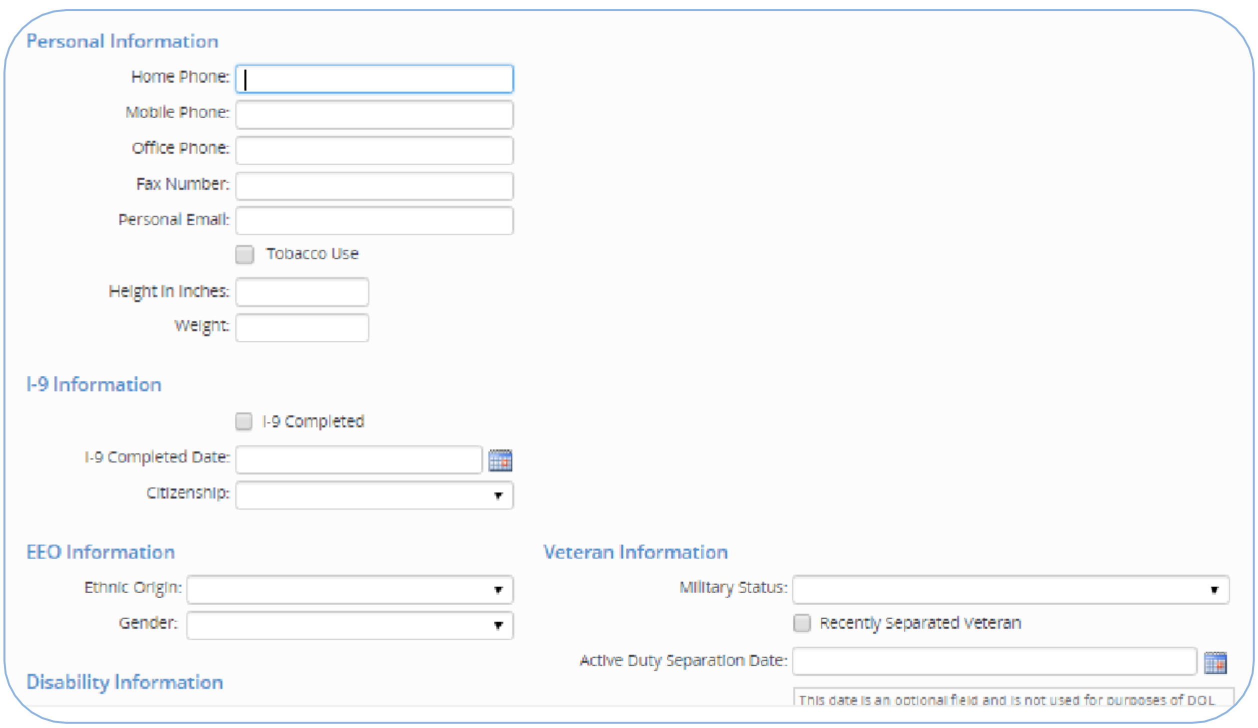



- Click **Next** at the top of the screen.

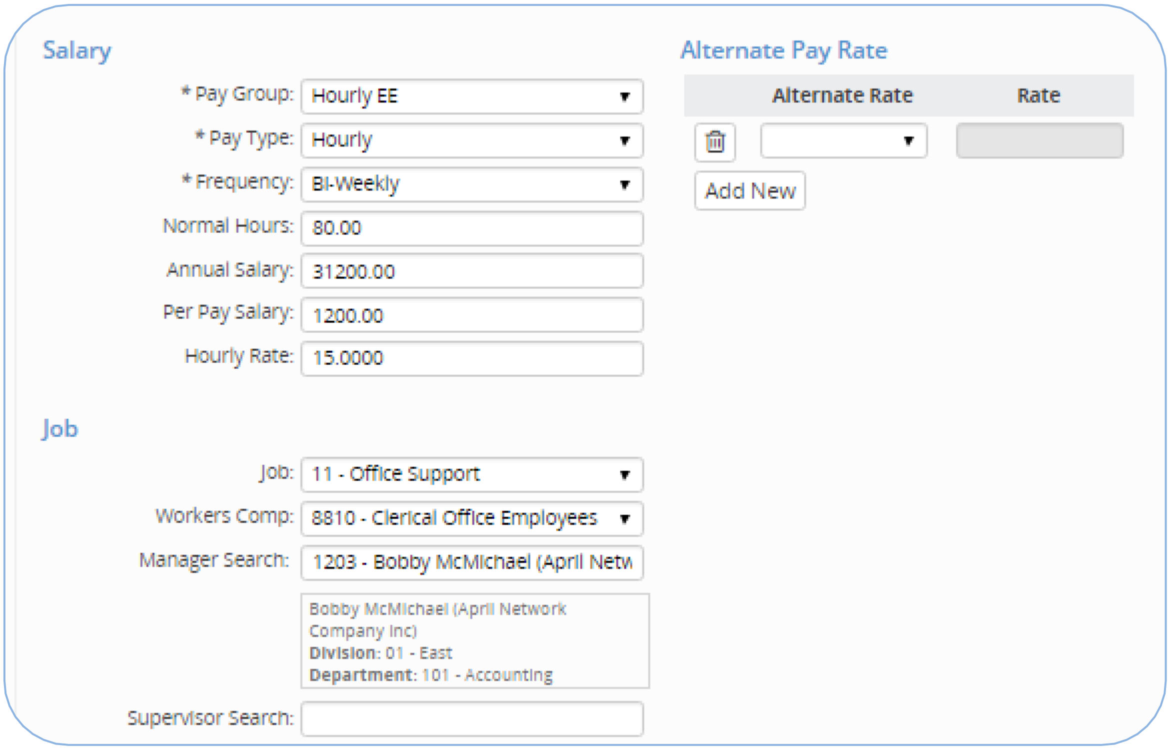
### Personal Information

> ***Note:*** *There are no required fields on this screen. If you do not have this data, you may move to the next screen.*

This screen is a convenient reminder to add as much data from an employee application or resume as possible before it is filed away.



## Salary and Job



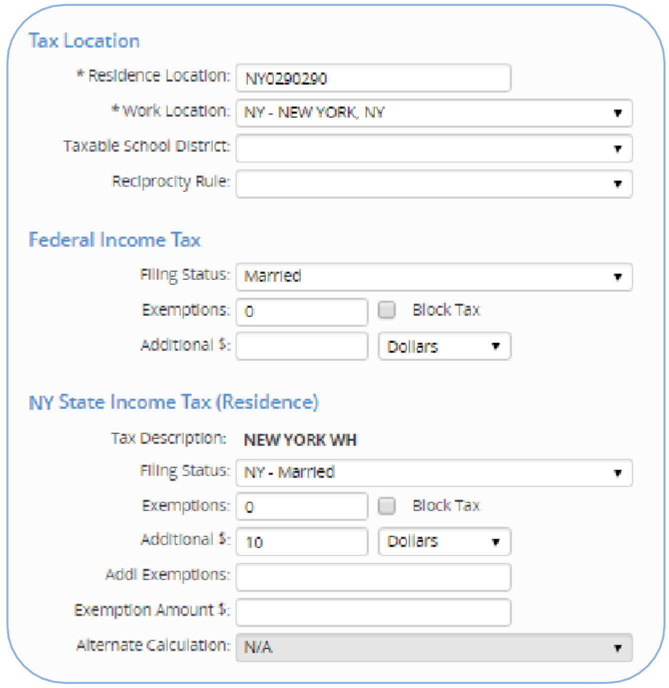

- Select the Pay Group, Pay Type and Frequency.
- **Normal Hours** will populate based on the frequency chosen.
- Entering the **Annual Salary** will calculate the per pay salary and hourly rate.
- Entering the **Hourly Rate** will calculate an estimated per pay salary and annual salary
- To activate the **Manager** or **Supervisor Search**, type the first letter of the manager's name to populate a list of managers from which to select. Managers and supervisors must be setup prior to adding employees to allow the search function to locate the proper manager/supervisor. If the managers and supervisors are not identified at this time, you may enter them later on the employee job screen.
- You have the option to add **Alternate Pay Rates** for an employee. For example, an alternate rate for restaurants that pay different rates for hours worked waiting tables vs. hostess hours. The alternate rate categories would be setup under Client Management > Alternate Pay Rate. To add the rates for the new hire, simply click on the drop-down box, select the appropriate alternate pay rate name, and enter the rate in the adjacent box.
- Add any additional **Alternate Pay** rates by clicking **Add New**.
- Delete any of these added alternate rates by clicking on the trash can icon.
- Click **Next**.

## Tax Location

- **Residence Location** will populate based on ZIP Code entered on the first screen in the wizard.
- Enter **Federal Income Tax** data from the employee's W-4.

> **Note:** *If the filing status and exemptions are not entered, the system will automatically withhold at the highest rate: Single with 0 exemptions.*

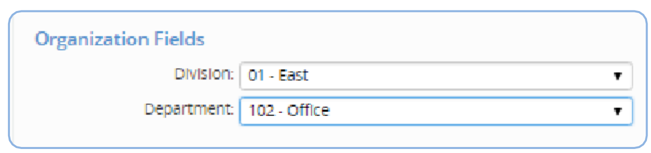
> *If your employees are in a state which requires a School District such as PA or some areas in OH, the school district field will populate with the appropriate school districts. Please be sure to select the school district.*




- Enter **State Income Tax** information.
- Click on **Next.**

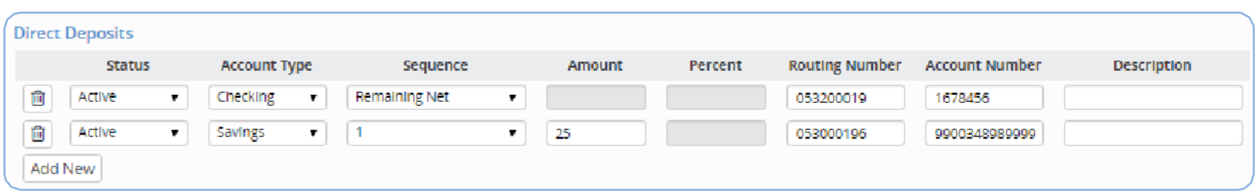
## Organization Fields

- The **Organization** fields will be configured based on the customer's specifications. Selecting an entry from the drop-down will assign the new hire's home or default value.




- Click **Next**.

## Direct Deposit




- Employees may have as many direct deposit accounts as they would like.
- Click **Add New** to add additional accounts.
- It is recommended to always use Pre-note **Status**
- The **Sequence** will establish the order that the pay check is disbursed. In this example, Sequence 1 will deposit $25 into a savings account. Any remaining funds will go into the remaining net checking account.

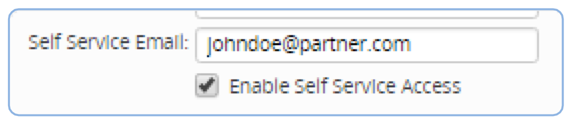
- If there is only one account, then the entire deposit will be placed in the **Remaining Net** account. You cannot enter an amount or percent for the remaining net account as it will automatically calculate the remaining funds and send them to this account.
- To delete an account click the trach can icon at the beginning of each record.
- Click **Save** to complete the New Hire Wizard.

The "New Employee" and "Change Audit Report" are available with every payroll within the **Preview Payroll** or **Process Payroll** tabs. This report will produce all employees hired within the payroll period. It will also list any employee data that was changed within this pay period. Once the payroll has processed, the report will be available in the reporting archive.

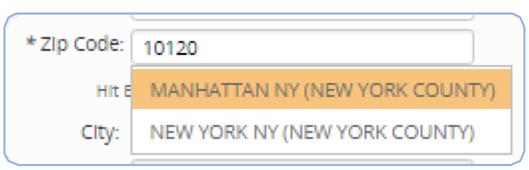
## Quick Hire

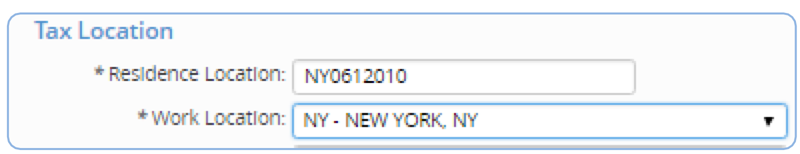
The **Quick Hire** screen provides a single screen to add all the essential payroll data. Enter the employee's employment information, general, salary, organization, and tax information details. Here are some specific details that might help while adding the employee information:

- Once the legal company is selected, the next **Employee ID** will populate. If you would like to change this ID, you may override the entry.
- **Self Service Email** is required if your company utilizes Employee Self-service. If the employee does not have a work email when you are entering the data, you can enter a personal email address.




**ZIP code** is a required field as it determines the proper taxation for the employee. Once the ZIP code is entered, it will automatically populate the city and state. It will also populate the residence tax information in the right-hand column. The code in the residence location field will identify all taxes for state, county and/or city that apply to the employee. Once you have selected the work location, the tax engine will be able to identify the proper tax profile for this employee.

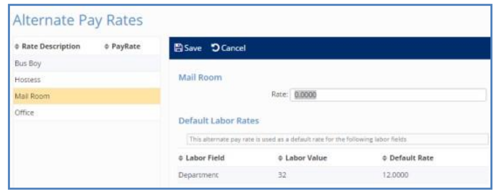



If your employees are in a state which requires a school district such as PA or some areas in OH, the school district field will populate with the appropriate school districts.

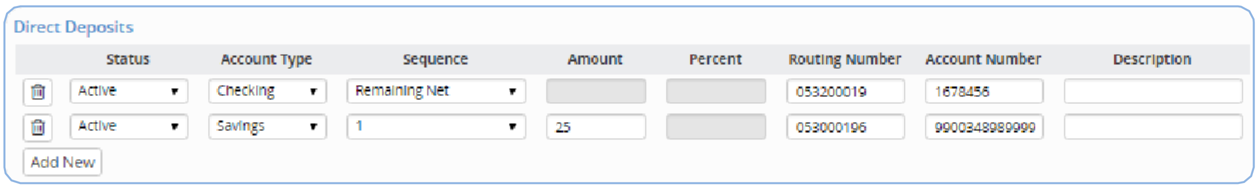
### Alternate Pay Rates

You have the option to add **Alternate Pay Rates** for an employee. For example, an alternate rate for restaurants that pay different rates for hours worked waiting tables vs. hostess hours. The alternate rate categories would be setup under Client Management > Alternate Pay Rate.




- To add the rates for the new hire, simply click on the drop-down box, select the appropriate alternate rate name, and enter the rate in the adjacent box.
- Add any additional alternate pay rates by clicking **Add New**.
- Delete any of these added alternate rates by clicking on the 🗑 icon.

### Direct Deposit Information



Direct Deposits

| | Status | Account Type | Sequence | Amount | Percent | Routing Number | Account Number | Description |
|---|---|---|---|---|---|---|---|---|
| 🗑 | Active | Checking | Remaining Net | | | 053200019 | 1678456 | |
| 🗑 | Active | Savings | 1 | 25 | | 053000196 | 9900348989999 | |

Add New

- Employees may have as many direct deposit accounts as they would like.
- Click [Add New] to add additional accounts.
- The **Sequence** will establish the order that the paycheck is disbursed. In this example, Sequence 1 will deposit $25 into a savings account. Any remaining funds will go into the remaining net checking account.

If there is only one account, the entire deposit will be placed in the **Remaining Net** account. You cannot enter an amount or percent for the remaining net account as it will automatically calculate the remaining funds and send them to this account.

- To delete an account, click the trash can icon at the beginning of each record.
- Click **Save**.

## Employee Maintenance

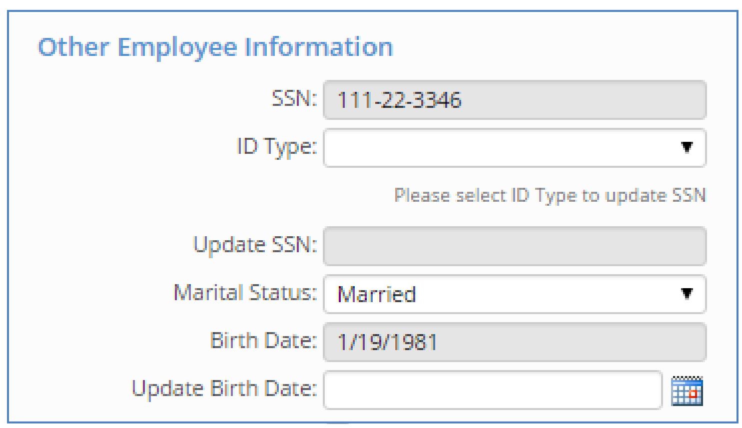
This section walks you through entering additional employee information after you have completed the New Hire.

### General

The **Employee General** screen is where one can view or update basic employee demographic and payroll data, similar to the quick hire screen. The data that is available here is name, address, tax locations, employment information and information regarding access to employee self-service (ESS). Here are some specific details that might help you while updating employee information.

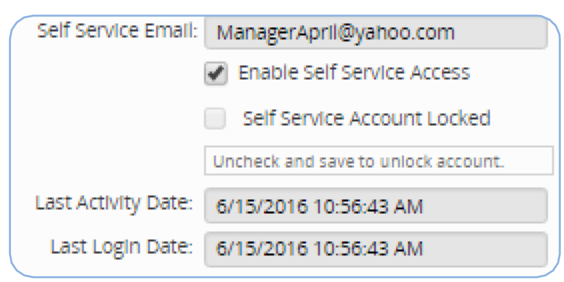
**ZIP Code** is a required field as it determines the proper taxation for employees. When updating an address, entering the ZIP code will automatically populate the City and State. It will also populate the residence tax information in the taxation area below. The ZIP code in the Residence Location field will identify all taxes for state, county or city that apply to this employee. Once you have also selected the Work Location, the tax engine will be able to identify the proper tax profile for this employee.

If your employees are in a state which requires a school district, such as PA or some areas in OH, the School District field will populate with the appropriate school districts. Please be sure to select the school district.




**Updating SSN and Birthdate**: The data stored in these fields is certainly a target for identity theft. An added level of security has been placed on these fields by encrypting the data. You can read the data here, but cannot edit it from this field. To change the SSN, select **ID Type** and to change the information use the **Update SSN** or **Update Birthdate** field and save.

- **Enable Self-Service Access:** you can add ESS account access here. Add the employee's email and check the Enable Self-Service box.
- **Self-Service Account Locked**: if a user is locked out of their ESS account, a check will be in this box. To unlock, uncheck the box and save.
- **Last Activity/Last Login Dates**: you can determine if the employee has utilized the site recently.



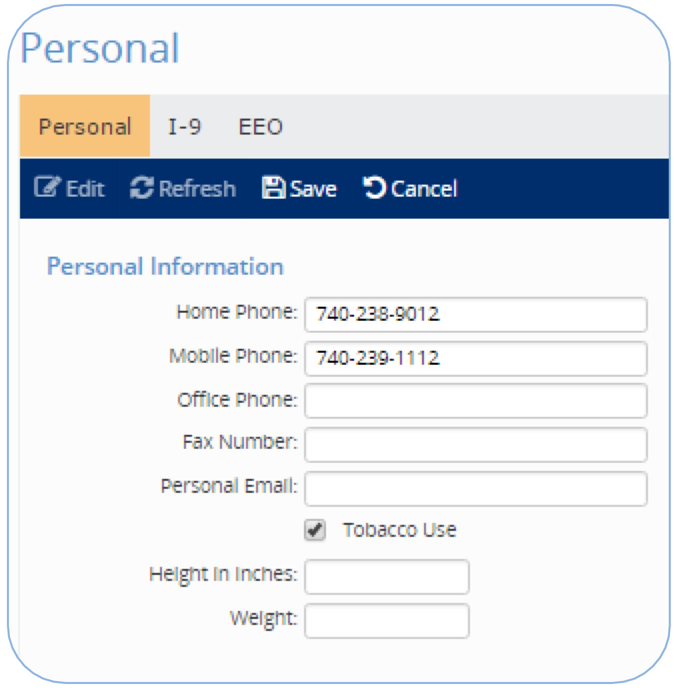

For more details on troubleshooting ESS issues, see the *Employee Self-Service Login* help topic.

## Personal

The Employee Personal screen consists of three tabs: Personal Information, I-9 information and EEO data.

### Personal Tab

This tab allows you to keep track of optional information such as multiple phone numbers and a personal email address. The **Tobacco Use** field may be connected to your benefit plans. If you have a benefit plan that charges different rates for smokers and nonsmokers, this field will be used to determine the appropriate rate.

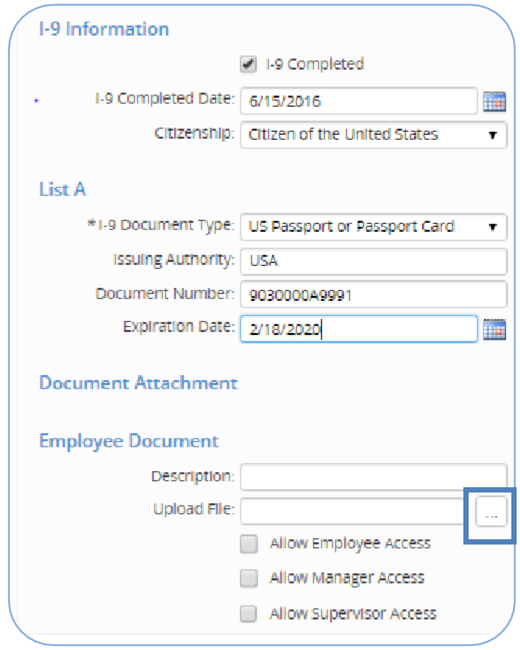


## I-9 Tab

This tab will imitate the information on the I-9 form. Choose the document type the employee has supplied from List A, B or C just as you would if you were completing the paper form.

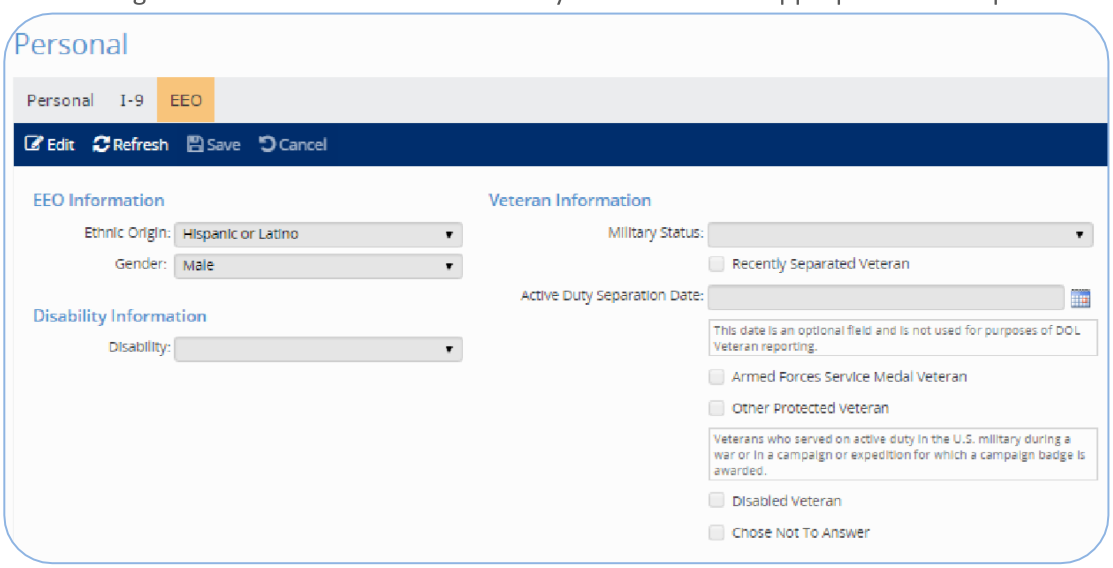
### Document Attachments

Allows you to store documents you have received online. Add a description of the document (this will appear on reports). To upload the scanned document, choose the button next to the upload field to navigate to the document. Finally, decide who should be able to see this document through ESS.




## EEO Tab

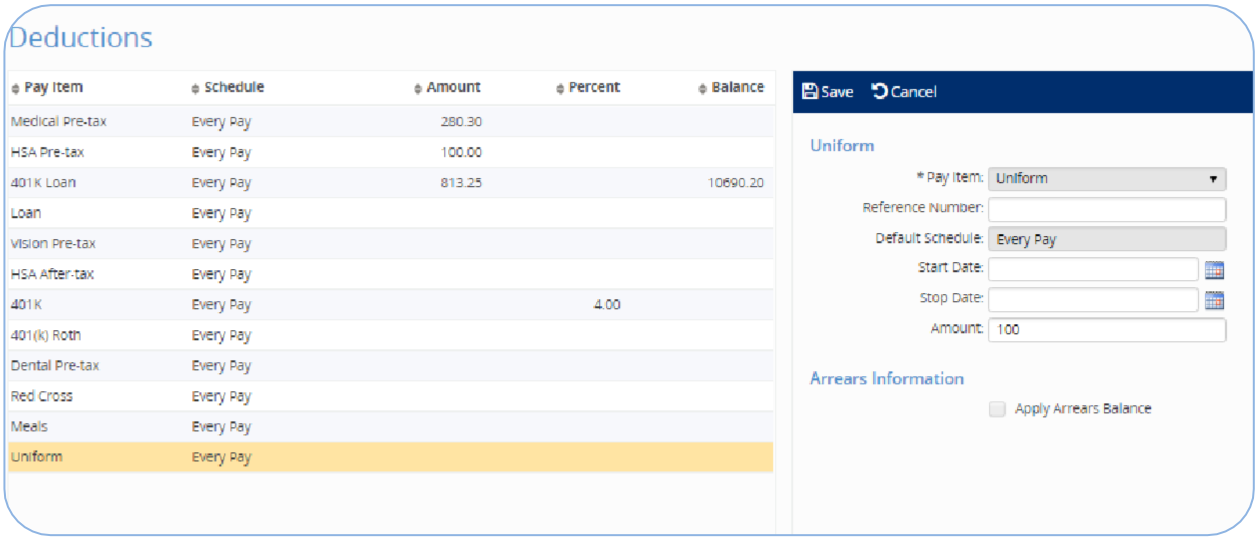
Maintaining information on this tab will allow you to create the appropriate EEO reports.



## Deductions

The employee **Deduction** screen allows you to add a deduction amount, schedule a deduction to begin in the future or add a stop date. If an employee has insufficient net pay to take a deduction, iSolved will automatically track the balance. The deduction screen allows you to manage the arrears balance.

Adding a deduction for items such as uniforms, union dues or charitable contributions will be made here on the **Deduction** screen.




**Pay Item -** is a drop-down of the deductions that have been configured for the client.

**Reference Number -** this field is optional, but is often used for 401k policy number or a loan ID. If the reference number is added it then is available for reports.

**Default Schedule -** is the schedule that was set when the deduction was configured and will be applied to all employees with this deduction.

**Schedule Override -** the default schedule can be overridden if an exception is needed.

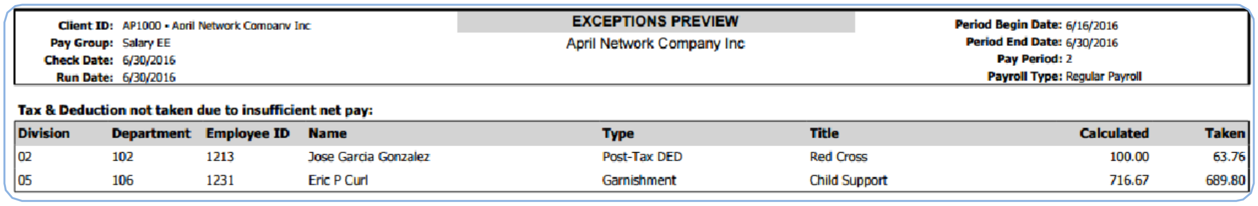
**Start Date -** if the deduction is to occur in the future (i.e. beginning of next month), add a start date, otherwise the deduction will occur with the next payroll. A deduction will occur if the start date is within the period begin and period end date for the payroll.

**Stop Date -** a stop date can be added to end a deduction or to allow a deduction to occur for a specific time period (i.e., $50 dollars for three pay periods). In other words, once the stop date is reached, the deduction will stop without further manipulation. The stop date must be within the period begin and end date.

### Arrears Information

If an employee has insufficient net pay to take a deduction, iSolved will automatically track the balance. You will be alerted to each insufficient net situation by reviewing the exceptions report during a payroll preview or payroll processing.

To manage the arrears balance, click **Apply Arrears Balance**.

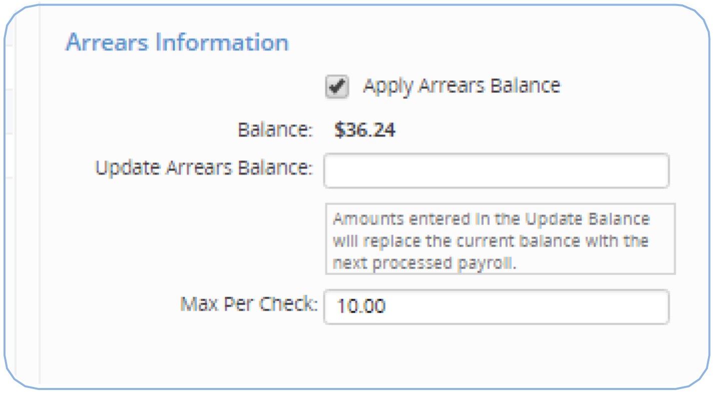


| | | | |
|---|---|---|---|
| Client ID: AP1000 - April Network Company Inc | EXCEPTIONS PREVIEW | Period Begin Date: 6/16/2016 | |
| Pay Group: Salary EE | April Network Company Inc | Period End Date: 6/30/2016 | |
| Check Date: 6/30/2016 | | Pay Period: 2 | |
| Run Date: 6/30/2016 | | Payroll Type: Regular Payroll | |

Tax & Deduction not taken due to insufficient net pay:

| Division | Department | Employee ID | Name | Type | Title | Calculated | Taken |
|---|---|---|---|---|---|---|---|
| 02 | 102 | 1213 | Jose Garcia Gonzalez | Post-Tax DED | Red Cross | 100.00 | 63.76 |
| 05 | 106 | 1231 | Eric P Curl | Garnishment | Child Support | 716.67 | 689.80 |

Once you click the check box additional fields will appear.

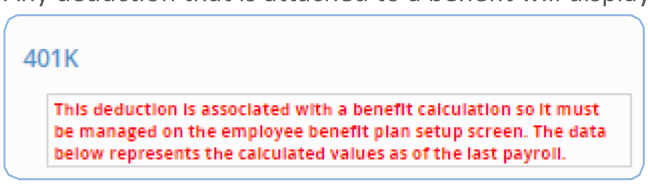



**Update Arrears Balance -** this field is used to change the balance; for instance, an employee gives you cash to reduce their balance. You may enter the new amount here and it will update with the next payroll processing.

**Max Per Check -** if you want to pay the balance over time rather than one lump sum, you may enter the max amount per check. In the sample screen, the balance will be repaid at $50 per check until the balance reaches zero.

### Deductions that are governed by Benefit rules

Any deduction that is attached to a benefit will display this red message.



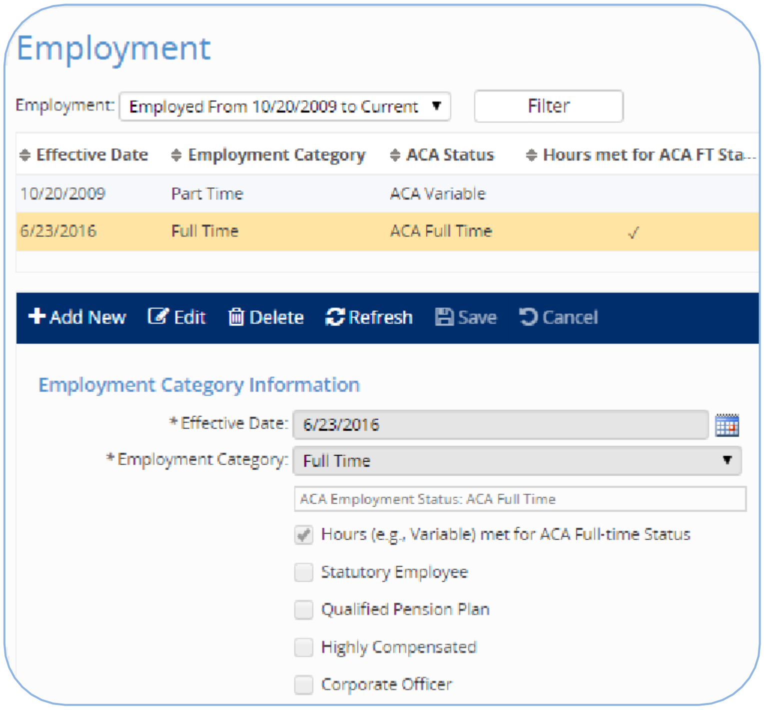

The details of the deduction are available for display but you may not edit them on this screen.

## Editing Information

This section gives you information on editing the employees that already exist in the program database.

### Employment Category History

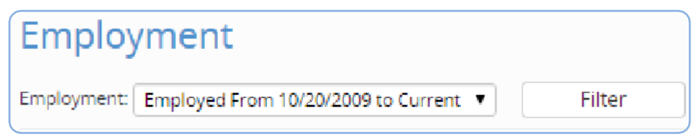
The employee employment category field must be populated for accurate Affordable Care Act (ACA) reporting. The employment screen allows you to make changes to the employee's employment category that has occurred during the employee's tenure with the company. This screen also provides some necessary reporting details regarding statutory employees, highly compensated employees, full-time equivalents, etc. Navigate to Employee Management > Employee Maintenance > Employment.




***Note:*** *Click [Add New] to create a new record to track historical changes in employment category (i.e., part-time to full-time).*

### Employment

**Employment Filter:** The filter allows you to select the appropriate time frame. For rehired employees, the past employment record can be viewed by selecting it in the filter. The filter will default to the current active record.




**Add New or Edit:** Click **Add New** if an employee is changing employment categories. Click **Edit** to update information on the current record.

**Note:** *It is important to use [Add New] to create a new record so that you can track historical changes in employment information.*

**Effective Date**: Will default to today's date but may be changed.

**Variable Hours Met for ACA Full Time Status:** Select this checkbox for employees that have met the ACA threshold of greater than 30 hours in a given look-back period. You may have employees with a category of part-time or temporary but have exceeded the ACA threshold and must be marked as full- time for ACA reporting. The ACA Full Time Look-back Report will help you determine if you have employees that need this designation. The report will calculate the average hours worked for an employee in a given time frame and evaluate the average hours against the current ACA status.

**Statutory Employees:** Select if the employee is considered a statutory employee. This will appear on the W-2.

**Qualified Pension Plan**: If an employee contributes to or receives a match for a 401k, it will automatically be reported on the W-2. If your plan requires that you report nonparticipating employees, you may select it here. The qualified pension plan flag will be included in report writer for custom reports.

**Highly Compensated:** Select this checkbox if this designation is needed for reporting purposes. You may find this field in report writer under the field category: employee data.

**Corporate Officer:** Select this checkbox if this designation is needed for reporting purposes. You may find this field in report writer under the field category: employee data.

**Ownership Percent**: Select this checkbox if this designation is needed for reporting purposes. You may find this field in report writer under the field category: employee data.

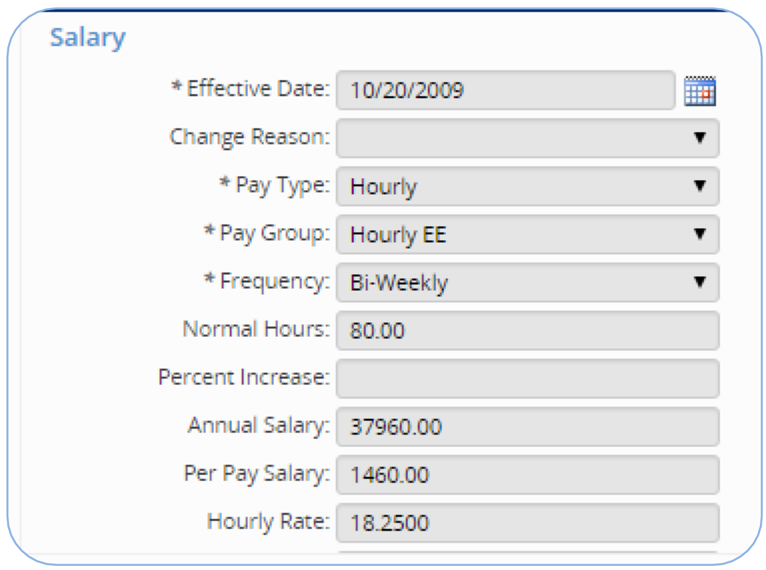
**Full Time Equivalent**: Add the FTE amount designated by your company. For instance, for a part-time employee working at 20 hours per week enter .5 for FTE. This will then be available in report writer. You may find this field in report writer under the field category: employee data. The name of the field is Employment Category Full Time Equivalent.

**Change Reason:** Select the proper change reason. You may add to this drop-down at any time to customize your selections. To add employment category reasons, navigate to Client Management> Tables> Change Reasons.

## Employee Salary

The **Employee Salary** screen allows users to view current and past salary information, calculate an employee's rate increase based on a percentage and add future rate changes that will take effect automatically once the pay period has been reached. The application also offers a variety of pay types that allow for flexibility on how employees are being paid.

> **Note:** *Fields with asterisks are required.*




### Add new

The **Add New** option allows users to add a new salary record. This would commonly be used if an employee has a rate change or if the user would like to add historical records. When adding a new record, the existing salary record will be available to view at any time. This will create a history of changes being made to an employee's salary. Always update the rate of pay at the beginning of the pay period.

### Edit

Because the add new option will create additional salary records and keep the current records available, we recommend using the **Edit** option to update any fields that were not completed properly. Always use **Add New** when adding a new salary record instead of editing the current record. If the current record is edited, the employee salary screen will no longer display the information that previously existed.

### Record type

This field is only available when the **Add New** option is selected. This allows the user to indicate the type of change as a future change, historical change or current change. A future change allows the effective date to be in the future, a current change only allows the effective date to be within the current pay period and a historical change is only for record keeping purposes.

### Effective date

The **Effective Date** determines when the rate or salary amount will begin. When adding a new hire in the system, the hire date will default as the effective date. When an employee is automatically paid because of their pay type, and the effective date is within the pay period, the employee will be paid. The system will not calculate the pay amount based on how many days the employee was hired within the pay period. If the effective date is after the pay period end date, the employee will not be paid. For employees with multiple salary records due to rate changes, the effective date will be used to determine which rate should be used. Again, this will be based on the current payroll pay period.

### Change reason

The **Change Reason** drop-down displays the options available at the client level table for salary changes. This allows the user to choose which reason will apply for the salary change, such as a promotion.

### Pay types

- **Hourly** - requires hours/dollars to be entered during time entry for the employee to get paid
- **Salary** - the employee will automatically be paid when a regular payroll is being processed
- **Auto Hourly** - automatically receive the hours set for normal hours each regular payroll

**Note:** *Salary & auto hourly employees will only be paid if the effective date is within the pay period.*

- **1099** - will need to enter hours or dollars for a 1099 earning code only

### Pay group

The payroll schedule is referred to as a *pay group* within the application. An account may have one or multiple pay groups. For example, a company may have some employees paid weekly and others semimonthly. The pay group that is selected will determine on which payroll schedule the employee will be paid. When making changes to an employee, the pay group will default to the employee's current pay group, but can be changed at any time.

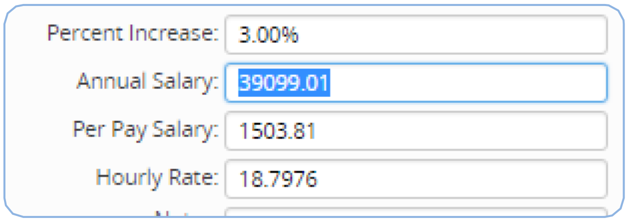
### Frequency

The frequency determines how the employee is taxed. When the pay group is selected, the frequency will default to the payroll frequency associated with the pay group. For example, when you choose the weekly pay group, the frequency will default to weekly. All frequency options within the application are available in the drop-down and can be changed at any time. An employee that would have a different frequency than the pay group would not be common, but is possible.

### Normal hours

The normal hours field will default based on the frequency selected, and can be changed if necessary. The hours entered will be the hours used for auto hourly employees as well as the hours that will display for the salary employees.

### Percent increase




### Annual salary

If the edit option was used, this field is disabled. The Percent Increase field can be used to enter a percentage that the employee's salary will be increasing by. Once the percentage is entered, the annual salary, per pay salary and hourly rate will be automatically populated based on the percent. By entering the annual salary amount in this field, the per pay salary and hourly rate will automatically populate based on the annual salary amount entered.

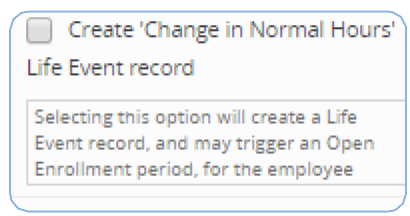
### Per pay salary

By entering the per pay salary amount in this field, the annual salary and hourly rate will automatically populate based on the per pay salary amount entered.

### Hourly rate

By entering the hourly rate amount in this field, the annual salary and per pay salary will automatically populate based on the hourly rate amount entered.

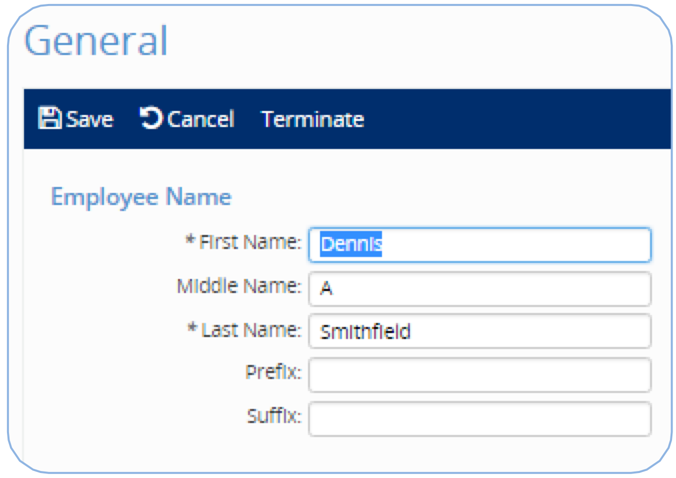
### Create 'change in normal hours' life event record




This checkbox is only available if the add new option was used. Customers have the ability to setup benefit plans with open enrollment periods. When the open enrollment is setup, a life event can be tied to the plan to trigger an employee to be eligible to enroll.

One of the many life events is *Change in Normal Hours*. When this box is checked, the life event record will automatically be created and may cause the employee to be eligible to enroll in a benefit plan. For example, if an employee was only working 20 hours a week and now they are working 40 hours a week, they may now be eligible for benefit plans.

## Terminating and Rehiring an Employee

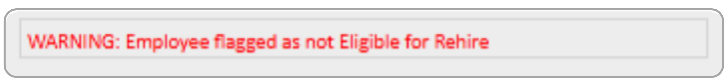



To terminate an employee, go to the General screen and click **Terminate**.

**Termination Date -** The termination date will default to the current date, the date should be the date the employee becomes terminated and not the last day worked. If this is an involuntary termination do not future date.

**Termination Reason -** The available options come from the termination reasons table located on the client level. The client level tables can be updated at any time.

**Eligible for Rehire -** When this box is checked, the employee can be rehired without notice. If the box is not checked during the rehire process, this warning will display:




**Delete Future Absences –** When this box is checked, it will delete any future absences that have been requested or approved by the employee being terminated. This is only used if the client is using the Employee Absences in iSolved.

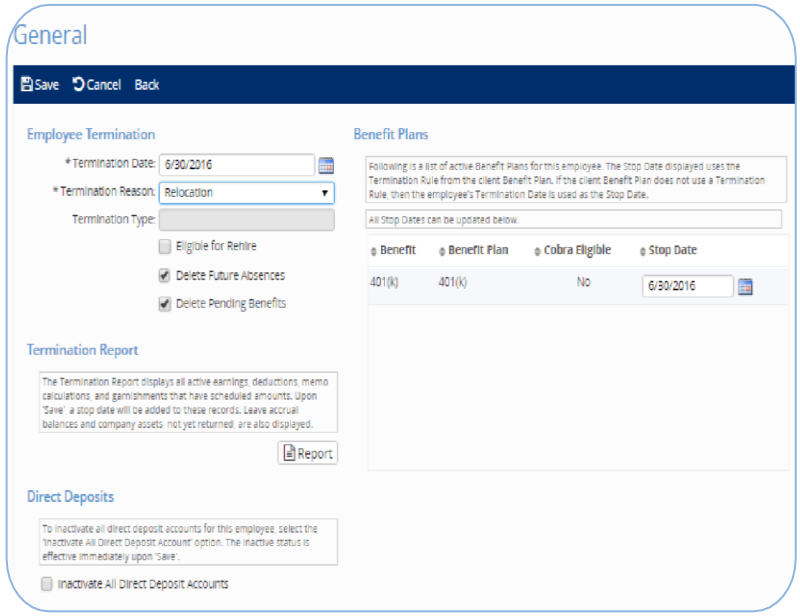
**Termination Report -** This report will list information on the employee, including scheduled garnishments, direct deposits, leave accruals as well as company assets. See the Termination Report section for more details.

> STOP
>
> *If future absences are NOT deleted and the absence is approved, a check will be issued to the employee when the absence date occurs during the payroll period covered.*

**Inactivate All Direct Deposit Accounts -** Checking this box will inactivate all direct deposit accounts. If the employee is rehired, the direct deposit will remain inactive unless updated on the employee's direct deposit screen.

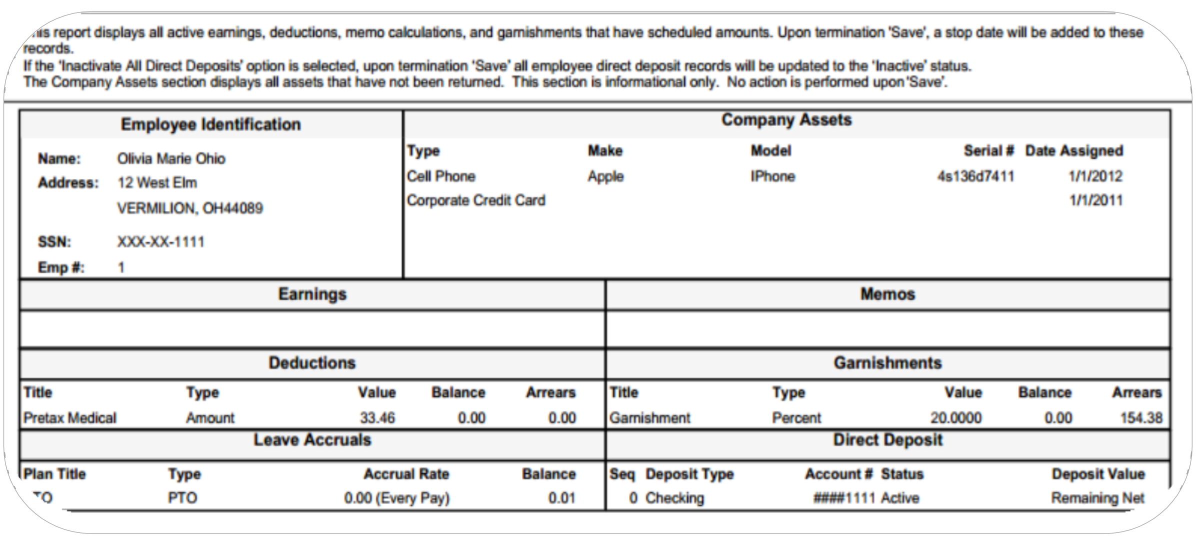
**Benefit Plans -** Do not make any changes to the benefits sections. Once your service team is notified, the benefits team will reconcile and update all benefit plans.

**Final Check** – If you need a final check issued for an employee, contact your service team. It is always recommended to advise the service team of any terminations.




### Termination Report

This report is only available during the termination process. It lists information regarding any direct deposits, garnishments, leave accruals, scheduled earnings and deductions. This report also lists any company assets that the employee has been assigned that will need to be returned before the employee's departure.



..is report displays all active earnings, deductions, memo calculations, and garnishments that have scheduled amounts. Upon termination 'Save', a stop date will be added to these records.
If the 'Inactivate All Direct Deposits' option is selected, upon termination 'Save' all employee direct deposit records will be updated to the 'Inactive' status.
The Company Assets section displays all assets that have not been returned. This section is informational only. No action is performed upon 'Save'.

**Employee Identification**

| | |
|---|---|
| Name: | Olivia Marie Ohio |
| Address: | 12 West Elm |
| | VERMILION, OH44089 |
| SSN: | XXX-XX-1111 |
| Emp #: | 1 |

**Company Assets**

| Type | Make | Model | Serial # | Date Assigned |
|---|---|---|---|---|
| Cell Phone | Apple | IPhone | 4s136d7411 | 1/1/2012 |
| Corporate Credit Card | | | | 1/1/2011 |

**Earnings**

**Memos**

**Deductions**

| Title | Type | Value | Balance | Arrears |
|---|---|---|---|---|
| Pretax Medical | Amount | 33.46 | 0.00 | 0.00 |

**Garnishments**

| Title | Type | Value | Balance | Arrears |
|---|---|---|---|---|
| Garnishment | Percent | 20.0000 | 0.00 | 154.38 |

**Leave Accruals**

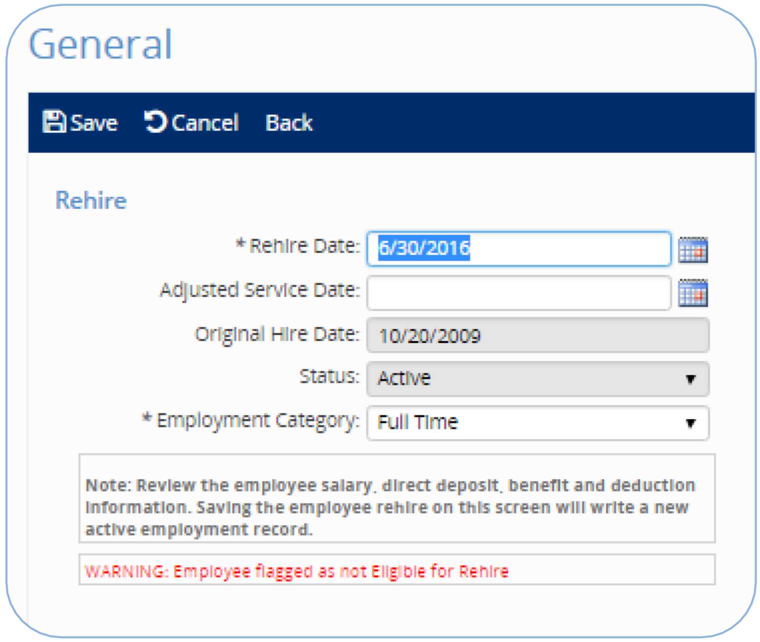
| Plan Title | Type | Accrual Rate | Balance |
|---|---|---|---|
| ˜O | PTO | 0.00 (Every Pay) | 0.01 |

**Direct Deposit**

| Seq | Deposit Type | Account # | Status | Deposit Value |
|---|---|---|---|---|
| 0 | Checking | ####1111 | Active | Remaining Net |

### Rehire

Once an employee has been terminated, the Employee General screen will list a rehire option. This option will maintain the history record of the employee's previous employment with yourcompany and the termination date.




Once the rehire option has been selected, a new screen will appear which will add a new employment record with a rehire date.

**Rehire Date -** This defaults to the current date and may be changed.

**Adjusted Service Date -** This field can be used to increase an employee's seniority with the company. Benefits and accrual plans may use the adjusted service date to allow this rehire to bypass any probationary period or increase the length of service for an accrual.

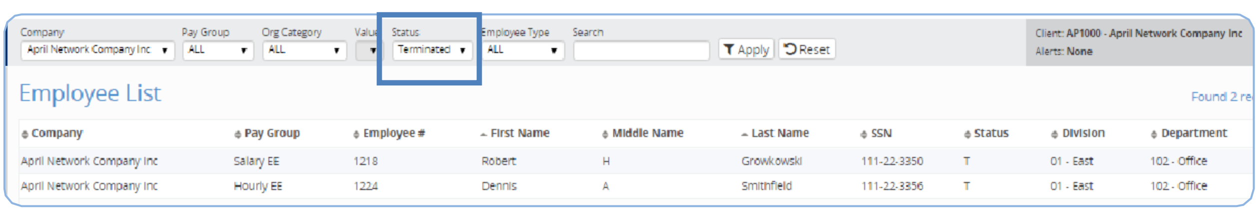
**Original Hire Date -** Will be listed, but will not be enabled for changes.

**Status -** This defaults to "Active," but may be changed to another status if necessary.

There will be a reminder that the employee's data should be verified and if the employee was not eligible for rehire, there will be a red warning. This is just a warning; the employee may still be rehired. Click [Save] and the employee will be activated based on the rehire date.

### Searching for Terminated Employees

Once an employee has been terminated, they will no longer appear in the employee list. To locate a terminated employee, change the status to "Terminated" or "All" and click **Apply**. Once the status has been changed, you can then use the **Search** field to locate the employee by name.




## Time Entry

There are some basic methods for entering hours and/or earnings for your payroll depending on your needs. They include:

- **Time Entry Grid:** This method allows you to view a list of employees and enter data as you would on a spreadsheet.

| TOTAL HRS | REGULAR (EARN HRS) | OVERTIME - BLEN (EARN HRS) | VACATION (EARN HRS) | SICK (EARN HRS) | HOLIDAY (EARN HRS) |
|---|---|---|---|---|---|
| 0.00 | | | | | |
| 0.00 | | | | | |
| 0.00 | | | | | |
| 0.00 | | | | | |
| 0.00 | | | | | |

- **Individual Time Entry:** This view provides a complete look at one employee at a time. It allows you to see all earnings, deductions, memos, and taxes on one screen. At the top of the time entry screen you may click on the list icon to show a list of your employees or the magnifying glass icon to search for a specific employee.

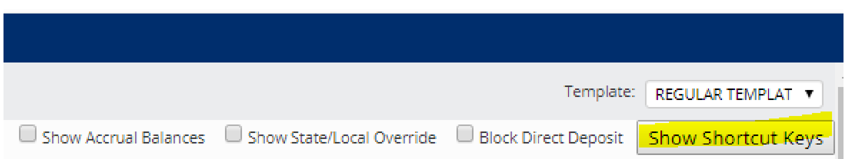
| Earning | Rates & Scheduled Pay | Block | | Hours | Dollars | Override Rate |
|---|---|---|---|---|---|---|
| Overtime - Blen | | | | | | |
| Holiday | | | | | | |
| Commission | | | | | | |
| Vacation | | | | | | |
| Sick | | | | | | |
| Regular | Rate: 0.0000 | | | | | |
| Bonus | | | | | | |
| GTL | | ☐ | | | | |
| 2nd Shift | | | | | | |
| 1099M Non EE Co | Amount: 0.00 | | | | | |
| Mileage | Rate: 0.5000 | | | | | |
| PDO | | | | | | |
| | | | Total | 0.00 | 0.00 | |

| Deduction | Scheduled | Block | Dollars |
|---|---|---|---|
| FSA Medical Lim | | ☐ | |
| FSA Medical | | ☐ | |
| FSA Medical pos | | ☐ | |
| Vision Pre-tax | | ☐ | |
| Medical Pre-tax | $: 88.31 | ☐ | |
| 401K | | ☐ | |
| 401(k) Roth | | ☐ | |
| 401K Loan | | ☐ | |
| FSA Med Limited | | ☐ | |
| Dental Pre-tax | $: 31.38 | ☐ | |
| RED CROSS | | ☐ | |
| Child Support-CO | | ☐ | |
| Child Support-OR | | ☐ | |
| | | Total | 0.00 |

| Memo Calc | Scheduled | Block | Dollars |
|---|---|---|---|
| ER MEDICAL | $: 574.02 | ☐ | |
| ER DENTAL | $: 68.00 | ☐ | |
| ER FSA | | ☐ | |
| ER VISION | | ☐ | |
| ER Match | | ☐ | |
| | | Total | 0.00 |

| Tax | Additional % or $ | Block | Dollars |
|---|---|---|---|
| SOC SEC EE | | ☐ | |
| MED EE | | ☐ | |
| FEDERAL WH | | ☐ | |
| State W/H (OREGON WH RES) | | ☐ | |
| FEDERAL 1099-R WH | | ☐ | |
| FEDERAL 1099-MISC WH | | ☐ | |
| State 1099-R Withholding (OREGON 1099-R... | | ☐ | |
| State 1099-Misc Withholding (OREGON 109... | | ☐ | |
| | | Total | 0.00 |

- **Show Shortcut Keys:** There is a button that will display the keyboard shortcuts for easier navigation on the right hand side of the **Individual Time Entry.**




## How to Input Multiple Weeks on Timesheet

This is available under **Time Entry Grid** and **Individual Time Entry** and will allow you to separate an employee's hours between work weeks.

- Press **CTRL-Insert** to easily add a line.
- To remove a row you can click the 'X' button on the left hand side or press **CTRL-Delete**.
- Input the hours that your employee has worked broken out by work week.
- Under the **Week Number** column, select the work week that the inputted hours should apply to.
- Once completed, you may press **CTRL-Right Arrow** or **CTRL-Left Arrow** to go to the next employee (if in **Individual Time Entry**).

- There will be a row at the top showing the total amount of hours keyed in

| | Hours | Dollars | Override Rate | Week Number |
|---|---|---|---|---|
| X | 10.00 | | | Week 1 |
| X | 25.00 | | | Week 2 |

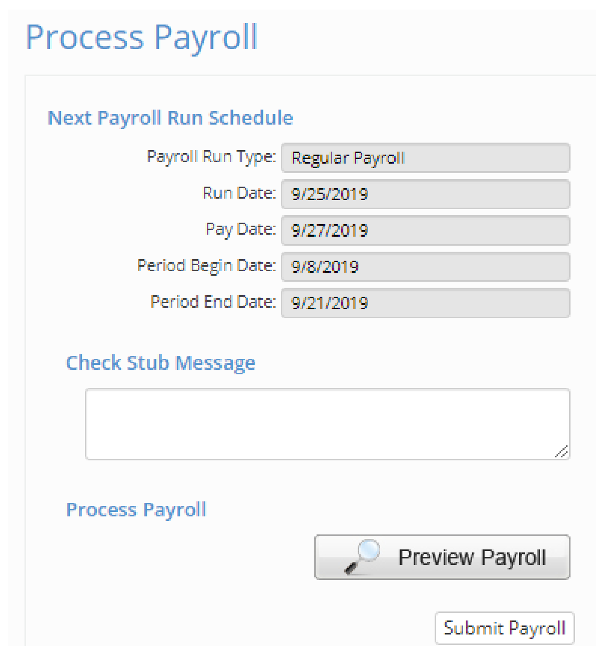
- To audit these entries, please use the **Pay Transactions Labor Audit** report during the **Preview Stage**.

| Input Type | Title | Input Hours | Input Dollars | Rate | Amount | Department | Week Number |
|---|---|---|---|---|---|---|---|
| Daniel B Jarrett III Emp#: L59364 | | | | | | SALESLEASE | |
| Regular Check | Regular | 20.00 | | 10.1000 | 202.00 | | 1 |
| Regular Check | Regular | 20.00 | | 10.1000 | 202.00 | | 2 |

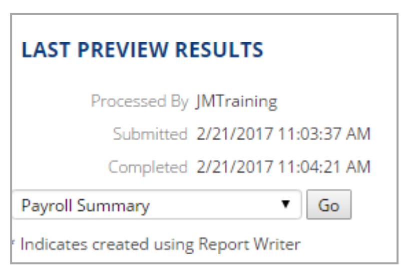
## Previewing Payroll

Once the hours and earnings have been entered into iSolved, you should review the calculated payroll on a number of standard reports. Navigate to Processing Payroll > Process Payroll.

- Click on the **Preview Payroll** icon.
- This process generates all payroll reports for your review.
- Open any report for review.
- If changes are entered, click on **Preview Payroll** to refresh your reports.
- If necessary, re-open any for review.




Under **Next Payroll Run Schedule**, verify that the dates are correct for the payroll. You may enter **Check Stub Messages** that will appear on all the pay stubs for this payroll only. The **Preview Payroll** button will calculate the payroll, taxes and deductions for all employees, usually in seconds, and will generate a list of reports to help you audit payroll.




### Unlimited Previews

You may make changes as necessary and preview again. This will generate an updated list of reports based on the new information.

### Preview Results

The "Preview Reports" use the production calculation engine to produce full and accurate reports. Select the report from the drop-down and click on **Go**.

Here are some reports that will assist you with your audit:

### Payroll Register

A complete payroll register with all earnings, deductions and taxes for each check. If an employee has a multiple checks (i.e., a manual and regular check) they will both be included on the report. Also displayed for each employee is federal and state filing status, hire date, as well as direct deposit information.

### New Employee and Change Audit

This report includes the details of new employees that have been hired during this pay period (any dates between period begin and period end date). It will also detail any changes to current employees (i.e., new direct deposit, a salary change or department change).

### Exceptions

You will see any taxes or deductions not taken due to insufficient net. Employee exceptions may also include invalid or missing SSN, incomplete address or tax variances.

### Payroll Invoice

This will show summary total of the employer taxes, payroll costs, and fees that will deduct from your bank account.

### PEO Detail Cost Report

This report breaks out the total invoice cost by employee.

## Submit Payroll

Once you have finished reviewing your preview reports, you may click the **Submit Payroll** button to submit your payroll to ProService. Please note, once payroll has been submitted you will no longer be able to preview your payroll reports.

Final billed amounts may differ from the **Preview Payroll** reports if there are unprocessed changes.